

IMPORTANT

BEFORE you start the application process for a **new** application, **YOU MUST** have the following **FORMS** completed and ready to upload with your application:

- [Application Form](#) signed by all property owners, dated and notarized
 - You or the resident agent/property management company listed on the application must have a home or office within thirty (30) miles of the STR, must be available to respond to the subject property and may be contacted 24 hours a day during periods of Short-Term Rental.
- [Property Owner Notification List](#)
 - Mailings are sent by certified mail to:
 1. Owners of properties contiguous to the short-term rental property;
 2. Owners of properties across a roadway, easement or right-of-way from the short-term rental property;
 3. Owners of all other properties with a property line within 1,000 feet, including in line of site within 1,000 feet across waterways of the short-term rental dwelling;
 4. If applicable, a homeowner's association, property owners association or covenant administrator for the development where the short-term rental property is located; and
 5. If the short-term rental property has a right of access over a private road, all other owners of properties who also have a right of access to such road.
 - You can identify and obtain addresses by accessing [Talbot County's Land Use Map Application](#) where you can search your property by address, tax map and parcel, property owner name, or tax account ID. Once you identify your address, you can use the measure tool in the top toolbar for distance measurements.
- [STR Zoning and Safety Inspection Application](#)
 - Upon submittal of an application for a new short-term rental license, the applicant shall schedule with the division of Building and Permits an onsite inspection of the property in order to: 1) verify that the property complies with minimum safety standards adopted by Talbot County for STRs, as amended, with respect to emergency escape and rescue openings, primary and secondary emergency escape/egress, interconnected smoke alarms, and carbon monoxide monitors; 2) verify the property is equipped with a fire extinguisher in the kitchen and any other area in which flammable or combustible materials are kept or stored; 3) determine that the plans submitted are accurate, and 3) make note of any special conditions. All inspection reports shall be submitted to Planning and Zoning on the form prepared by the Planning Director.
 - Requests for County inspections must be accompanied by an inspection fee as determined by fee schedule adopted by County Council. If the County conducts the inspection, there is a \$40 fee.
 - A third party certified building inspector may complete the form no more than 45 days before the filing of the application.
- [STR Sign Posting Form Signed and Dated](#)

IN ADDITION, YOU MUST have the following documents ready to upload with your application:

- Site Plan to Scale
 - Include location of structures and other site features such as swimming pools, outdoor entertainment areas, fencing, screening, vegetation, roads, paved areas, walkways and parking spaces
 - Outdoor recreational areas intended for STR tenants shall be screened by either a setback of 50 feet from the property line, or a combination of vegetation or topographic features between parcels
- Floor Plan to Scale (include labeling of specific rooms, decks, patios, porches, garage)
 - Specify which bedrooms will be used for the STR guests, windows in the bedroom to be used for emergency escape and rescue, and location of fire extinguishers in the home
- Water Quality Inspection Results Report
 - Approved results of a bacteriological water sample must be obtained from a [State of Maryland certified drinking water testing laboratory](#)
 - Sample results must have been completed within six months prior to the application date
- Current deed to the property
- Draft of Standard Lease Agreement and/or Home Rules
 - The draft must include [County-required language](#)
- Statement of Advertising
 - Where and how you will be advertising the STR, including printed, on-line and audio or video material.
 - Acknowledge that all advertising must include the Talbot County Short-Term Rental license number.
- County Engineer Letter of Authorization (if property is served by public sewer)
- Method of Payment – Bank Account Information